





# **Public Assistance Applicant's Briefing**

Alabama Emergency Management Agency



# Disaster Information

**4362-DR-AL**

**Severe Storms and Tornadoes**

**Declaration Date**

**4/26/2018**

**Incident Period**

**3/19/2018 - 3/20/2018**



# Public Assistance

Supplemental financial assistance to State and local governments and certain private non-profit organizations for response and recovery activities required as a result of a declared disaster

Funding is cost shared at a federal share of no less than 75% of eligible costs



# The PA Program is a Partnership

- **FEMA** – manages the program, provides technical assistance, approves grants
- **State** – educates applicants, works with FEMA to manage the program, implements and monitors grants awarded
- **Local** – identifies damage, provides documentation, manages funded projects



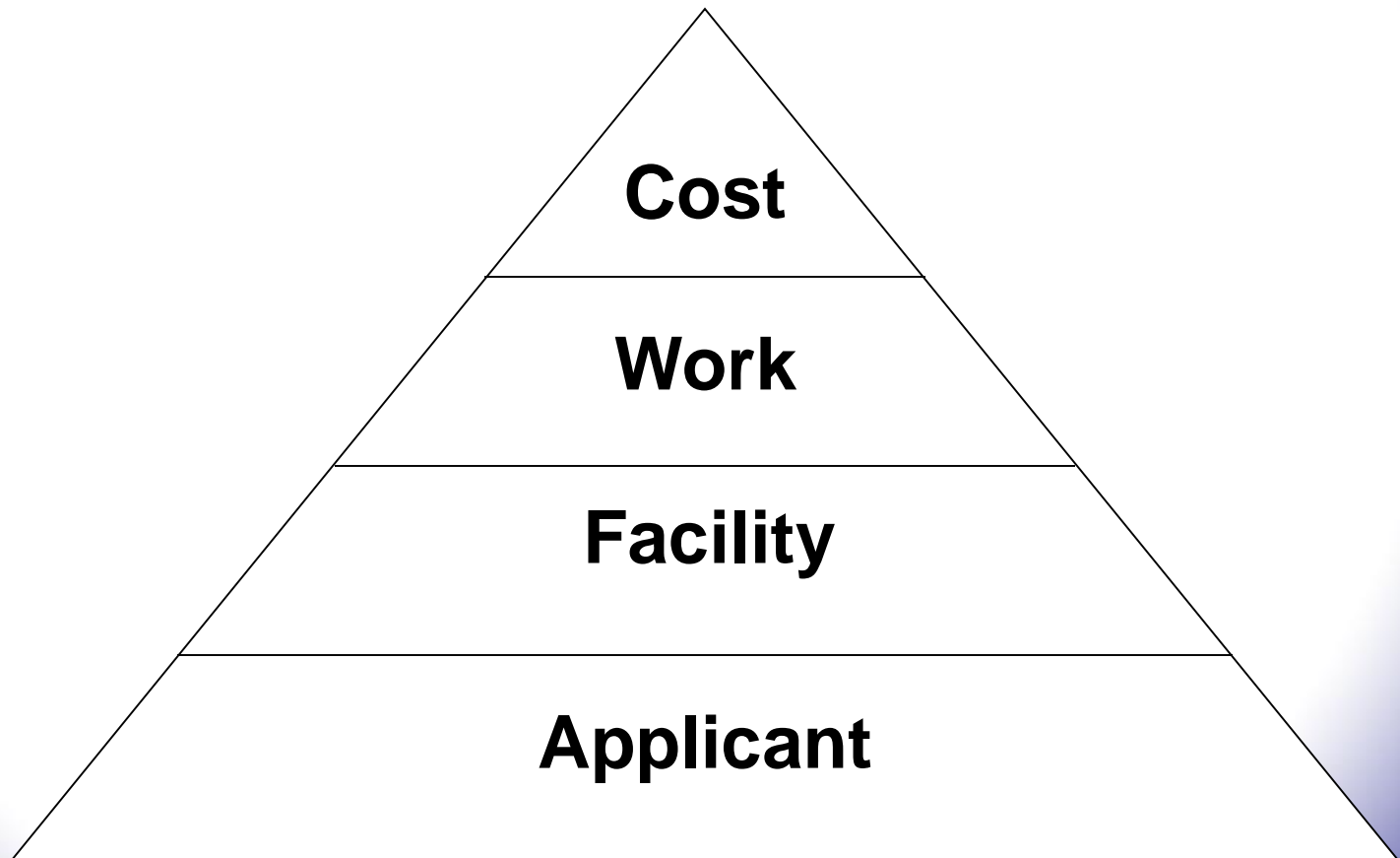


# PA Program Staff

- **Public Assistance Officer (PAO)** – responsible for the entire PA Program
- **Program Delivery Manager (PDMG)**- A FEMA program expert who serves as the Subrecipient's representative on PA Program matters and manages the processing of the Subrecipient's projects in coordination with the State PDMG
- **Site Inspector** – Conducts site inspection to further formulate damage dimensions and descriptions of locations with work to be completed
- **Specialist** – has a defined area of expertise



# Factors of Eligibility





# Eligible Applicants

- State Agencies
- Counties
- Cities / Towns / Villages
- Other State Political Subdivisions, i.e. BOE
- Native American Tribes or Tribal Organizations
- Certain Private Non-Profit Organizations
  - Table 1 page 12 of the PAPPG April 2018
  - Page 10-17 of the PAPPG April 2018 version





# Applicants (Terminology)

- **Recipient** – a State or Tribal Government that is responsible for administering PA grants
- **Sub-recipient** – an eligible applicant that receives PA funding



# Facility and Work Eligibility Requirements

- Must be damaged as a result of a declared event
- Located within an area declared by the President
- The legal responsibility of an eligible Applicant and in active use at the time of the disaster
- Not under the authority of another federal agency



# Types of Work

## **Emergency Work**

- A. Debris Removal
- B. Emergency Protective Measures

## **Permanent Work**

- C. Roads and Bridge Work
- D. Water Control Facilities
- E. Public Buildings / Equipment
- F. Public Utilities
- G. Other (Parks, Recreation, etc.)





# Category A – Debris Removal

- Clearance, removal, and/or disposal of items such as trees, building components, etc.
- Must eliminate immediate threat to lives, health and safety, and improved public and private property
- Must insure the economic recovery of the community







# Alternative Procedures Program

- Public Assistance Alternative Procedures for Debris Removal (Cat A )





# Alternative Procedures Program

- Voluntary
- Outside the specific elements provided in the alternative procedures, all statutory, regulatory and policy requirements remain in affect including EHP laws, regulations, etc.
- Sub-recipients will sign acknowledgement regarding the procedures they elect to use



# Alternative Procedures Program

- Sub-recipients may elect to use one or more of the procedures
- To participate in these procedures, all debris projects must be included
  - **Accelerated Debris Removal** - Increased Federal Cost Share according to completion date (**See changes slide**)
  - **Recycling Revenues** – Retain the income received from recycled debris for approved purposes
  - **Force Account Labor** - Reimbursing base and overtime wages
  - **Debris Management Plan** - Incentives to have a debris management plan



# Alternative Procedures Program

## **June 28, 2017 changes to the sliding scale:**

- Event has to generate large quantities of debris (state estimated at 1.5 million cubic yards or \$20 million in debris removal cost)
- High concentration of localized damage
- Declared very soon after incident, 8 days
- Tribes will be given special consideration on a case by case basis





# Alternative Procedures Program

- Increased federal cost share **if approved** for removal operations completed within specified time frame:
  - 0-30 Days from date of incident 85%
  - 31-90 Days from date of incident 80%
  - 91-180 Days from date of incident 75%
  - After 180 Days, Federal Funding will not be provided unless FEMA extension granted



# Alternative Procedures Program

- The PW will be written based on actual costs of work completed
- Once the PW is prepared and obligated at the increased federal share, the Applicant cannot revert back to standard procedures for remaining debris



# Recycling Revenues

- Allows Sub-recipient to retain revenues received through recycling eligible disaster debris
- The Sub-recipient will provide the Recipient written notification of the revenue received as part of the final documentation of costs
- Revenues are to be used only for approved purposes. If not, funding will be reduced by amount of that revenue



# Recycling Revenues

- Approved Purposes:
  - Meet cost share requirements of PA grant funding for debris removal
  - Develop comprehensive disaster preparedness and assistance plans, programs, and capabilities
  - Conduct activities that reduce the risk of future damage, hardship, or suffering from a major disaster
  - Improve future debris removal operations or planning (list of these activities provided on page 6 of guidance)



# Force Account Labor

- Regular time and overtime are both eligible for debris removal costs captured through the alternative procedures
- Applies to both large and small projects



# Debris Management Plan

- Must have a FEMA approved debris management plan before the date of the disaster declaration
- FEMA will provide a one-time incentive of a 2% cost share adjustment applied to debris removal work completed within 90 days
- This incentive will not be available to the same sub-recipient again during the course of this pilot



## Category B – Emergency Protective Measures

- Actions taken by Applicants before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved property. Includes:
  - Search and rescue
  - Warning devices (such as barricades)
  - EOC activation



# Permanent Work

- Must repair, restore or replace disaster-damaged facilities in accordance with applicable codes and standards
- Must restore facilities to pre-disaster design, capacity and function
- Must be required as a result of a declared disaster
- May include cost effective hazard mitigation measures

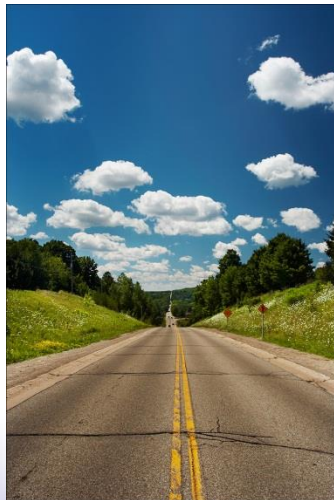




# Category C- Road Systems

- **ROADS**

- Road Surface
- Bases
- Shoulders
- Ditches



- **BRIDGES**

- Decking
- Abutments
- Wing Walls
- Approaches



- **DRAINAGE STRUCTURES**

- Culverts
- Cross Drains





# Category D- Water Control Facilities

**Facilities built for the following purposes:**

- Pumping
- Drainage
- Irrigation





# Category E- Buildings/Equipment

- **BUILDINGS**

- 50% Rule
- Codes/Standards
- Equipment
- Vehicles
- Supplies



**DEDUCT INSURANCE AND SALVAGE**



# Rental vs. Purchase

- Eligible rental cost of equipment is reimbursable
- Purchased equipment and supplies over an aggregate total of \$5,000.00 can be reimbursed for:
  - Actual documented hours of use
  - or
  - Depreciated value if hours are not documented



# Category F- Utilities

Repair or Replace to pre-disaster design or function:

- **Power generation and distribution centers**
- **Water and Sewer Treatment plants**
- **Telecommunication systems**







# Category G- Parks/Recreational/Other

- Playgrounds
- Swimming Pools
- Ballparks
- Other public facilities not listed in other categories





# Administrative Costs

- Direct Administrative Cost
- Public Assistance Program and Policy Guide  
April 2018
  - Direct administrative costs include costs that can be tracked, charged, and accounted for directly to a specific project, such as staff time to complete field inspection and preparation of a PW. Direct costs are limited to actual reasonable costs incurred for a specific project. Such costs will be considered project costs.



# Special Considerations

Issues other than program eligibility  
that could affect the scope of work  
and funding of a project





# Special Considerations

**Hazard Mitigation**

**Environmental Requirements**

**Historic Preservation &  
Cultural Resources**

**Special Flood Hazard Areas**

**Insurance Requirements**

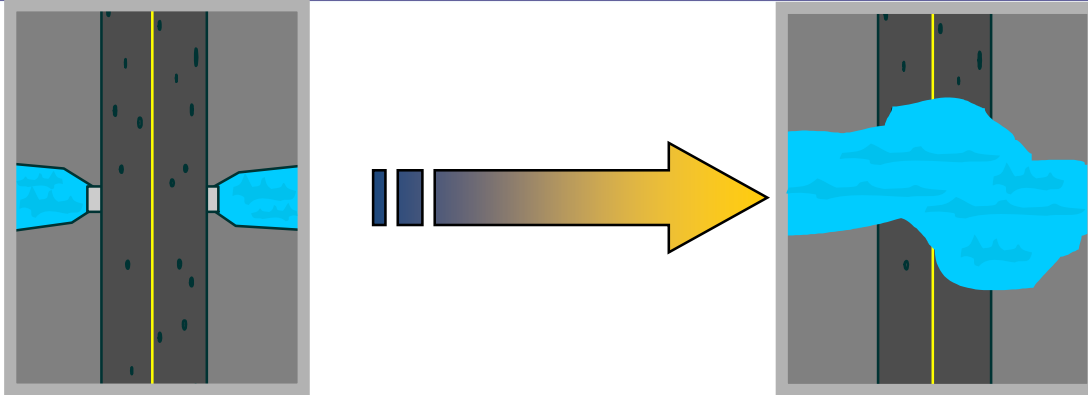


# Hazard Mitigation

- Cost effective measures that reduce or eliminate the potential for damages to a facility from a future event
- For a hazard mitigation proposal to be eligible under P.A., the measure must apply only to the damaged elements of the eligible facility
- Pre-approved mitigation activities are listed in **FEMA Public Assistance Program and Policy Guide Appendix J pp. 190-194. April 2018**

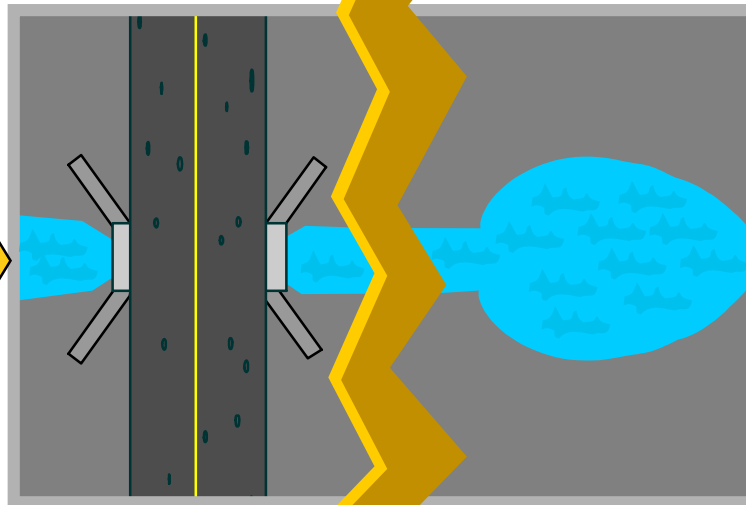


# Hazard Mitigation



**Section**  
**406**

Larger culvert with  
concrete wing-walls



**Section**  
**404**

New upstream  
retention pond



# Hazard Mitigation Requirements

- Must do an H & H study to determine needed culvert size (Hydrologic & Hydraulics Study)
- Cost if any can be included in PW
- Must follow EHP requirements



# Environmental Protection

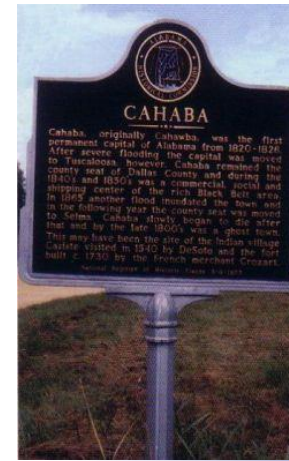
- Ensures that all practical means are used to protect, restore, and enhance the environment
- Work initiated prior to the completion of the FEMA Environmental and Historic Preservation (EHP) Review could jeopardize funding





# Historic Preservation and Cultural Resources

- Property eligible for listing on the National Register of Historic Places requires special consideration under the National Historic Preservation Act
- If a known historic site is damaged, please bring documentation to the Recovery Scoping Meeting







# Floodplain Management

- Any project within or affecting the floodplain must be reviewed to ensure that it meets the requirements of the Executive Orders on Floodplain Management and the Protection of Wetlands





# Insurance

1. Actual or anticipated insurance proceeds will be deducted from the eligible project costs for facilities that are insured
2. All applicants are required to obtain and maintain insurance coverage on all insurable facilities, as a condition of Public Assistance funding
3. For flood damaged facilities located within a Special Flood Hazard Area that are not covered by flood insurance, FEDERAL ASSISTANCE WILL BE REDUCED BY THE MAXIMUM FLOOD INSURANCE PROCEEDS THAT WOULD HAVE BEEN PAYABLE HAD THE FACILITY BEEN INSURED
4. If at all possible, please bring all insurance documentation to the Recovery Scoping Meeting with your PDMG





# Eligible Costs

## Must:

- Be reasonable to accomplish the eligible work
- Comply with federal, state, and local laws and regulations
- Include deductions of insurance proceeds, salvage value, and purchase discounts



# Eligible Direct Costs

- Salaries, wages and fringe benefits - **for emergency work (Cat. A&B), only overtime (including fringe benefits) is eligible for Force Account Labor**
  - Provide regular and overtime hours worked for the entire pay period to justify overtime and regular time equipment use
  - Police and fire usually have different pay periods
    - 28 day pay period; Overtime earned after 171 hours are exceeded
    - Call in time authorized as overtime according to pay policy
    - Other pay periods as defined in pay policy



# Eligible Direct Costs: Other

- Materials
- Applicant owned equipment
- Contract costs
- Rental Costs



# Contracts

- Federal Requirements in the Procurement Process Regarding Minorities, Women, and Small Businesses
- Go to <https://grants.ema.alabama.gov>



# PDAT

- Procurement Disaster Assistance Team (PDAT)





# Types of Projects

- Small Projects < \$125,500
- Large Projects >\$125,500
- Alternate Projects
- Improved Projects





# Small Projects

- Cost is less than \$125,500
- Funding is based on work completed (if available) or initial cost estimate
- Federal cost share is paid upon project approval
- Cost of the work must be at least \$3,140 to be considered eligible work



# Large Projects

- Cost is at or above \$125,500
- Usually approved based on estimated costs
- Funding is based on documented actual costs
- Federal cost share is paid as work is accomplished

**Note:** Any costs above what is approved on the PW must be authorized by the State

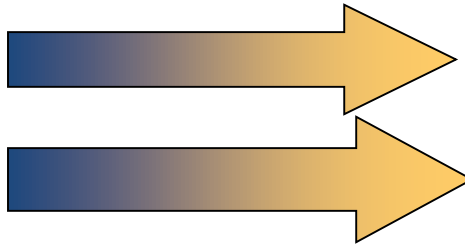


**All large projects are  
subject to a final  
State/FEMA review**



# Alternate Projects

- Approval by FEMA must be obtained prior to construction
- A request for the Alternate Project must be made **within 12 months** of the Recovery Scoping Meeting





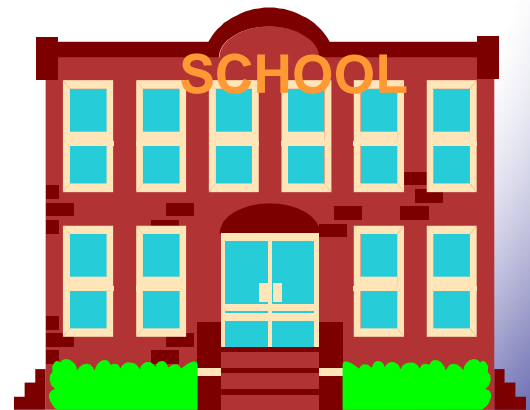
# Improved Projects

- Improvements **must be approved by the State** prior to construction
- May require an environmental and historical assessment by FEMA
- Applicant is responsible for the cost of the improvements. Federal funds are limited to the cost of restoration

**Before**



**After**





# Project Completion Deadlines

Time limits for all projects begin the date of the disaster declaration

- **Emergency work – 6 months**
- **Permanent work – 18 months**





# Project Completion Extensions

- Emergency work-----Up to 6 months
- Permanent work-----Up to 30 months

The Regional Director may increase these time extensions on a case-by-case basis

**NOTE: If the deadline for any project is reached, no work past that date will be funded!**



# Obtaining A Public Assistance Program Grant



# Intro to the New PA Delivery Model

## PUBLIC ASSISTANCE

### WHAT HASN'T CHANGED

- Law
- Regulations
- Policy

### WHAT'S CHANGING

- Process
- Roles
- Tools & Templates
- Systems



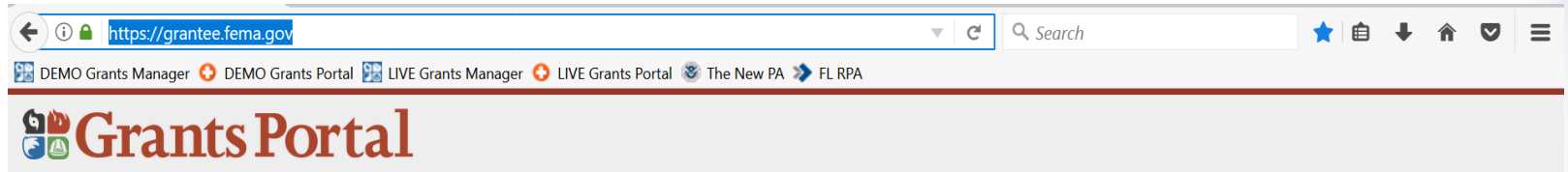
# New PA Model Delivery Phases



See handout



# Grants Portal



## Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN



# Steps to Getting Assistance

- Applicant must submit a Request for Public Assistance (RPA) within 30 days of the date of a declared disaster (May 26, 2018)





# Request for Public Assistance (RPA)

- Applicant's official notification to FEMA of intent to apply for PA
- Identifies the Applicant (including name and address), and the Primary and Secondary contacts for the Applicant



# FEMA PDMG

## **The FEMA PDMG is assigned to the Applicant**

- All efforts of the Program Delivery Manager are directed at assisting the Applicant
- Serves as the Primary Point of Contact
- Coordination to insure that Applicant and Consolidated Resource Center (CRC) needs are met
- Works to resolve any additional unmet needs



# Exploratory Call

- Occurs within 7 days of PDMG assignment
- 15 to 30 minute phone call
- Introduced to your State POC
- Introduction to your FEMA Program Delivery Manager
- Get an Initial sense of needs and damages
- Identify who needs to be at and schedule the Recovery Scoping meeting



# Damage Inventory

- Name of Site
- Damage Description
- Cause of Damage
- Location (Address and GPS)
- % Complete



# Recovery Scoping Meeting

- In-depth meeting to review damages & cost
- Gather documentation
- Develop list of projects
- Talk through priorities
- Set up Site Inspections for work not completed
- Special considerations discussed

**EXPLORATORY  
CALL**

**OCCURS WITHIN 14 DAYS**

Work on completing Damage Inventory

**RECOVERY  
SCOPING  
MEETING**



# Life of a Project Worksheet

1. RPA submission (Portal Account Created)
2. Exploratory Call (Damages Discussed with Applicant & PDMG)
3. Damage Inventory Completed (PDMG creates projects in portal)
4. Recovery Scoping Meeting
5. Intake damage and eligibility analysis
6. Scoping and Costing
7. Final review and Sign Off



# Life of a Project Worksheet (cont.)

8. Funds are “obligated” by FEMA to the State based on the approved PW
9. Funds are requested by the Applicant (Sub-recipient) and reimbursed based on approved cost
10. When the project is complete, a final inspection and review of a large project is conducted
11. The project is closed
12. The applicant is closed for the disaster & the State’s cost share is paid to the Applicant
13. Documentation is maintained by Applicant





# Record Keeping

- Applicants are required to maintain complete and accurate documentation, by project, for all disaster-related costs
- Documentation must be maintained a **minimum of three years** after disaster close-out





# Appeals

## Any determination related to Federal assistance may be appealed

The appeal must be submitted in writing to the State (Recipient) within **60 days** of receipt of notice of the action being appealed

- State has **60 days** from receipt of appeal letter to forward it to FEMA
- FEMA has **90 days** to render a decision

Two levels of appeal are available: 1) to the **Regional Director** and 2) to the **Executive Associate Director**



# Public Assistance Summary

- The Public Assistance Program assists in the restoration of community infrastructure
- It is a supplemental cost reimbursement program with specific eligibility requirements
- The FEMA share of eligible costs will be awarded to the State for disbursement to the applicant



NEED INFORMATION?

[www.grants.ema.alabama.gov](http://www.grants.ema.alabama.gov)



# PA Program Points of Contact

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# Address

## **Alabama Emergency Management Agency**

Attn: Public Assistance

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